

Test Information Distribution Engine (TIDE): Best Practices for Student Test Settings

Presented by
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OPI DATA AND
ASSESSMENT
“ASSIST”
CONFERENCE

JANUARY 13–14, 2020



Objectives

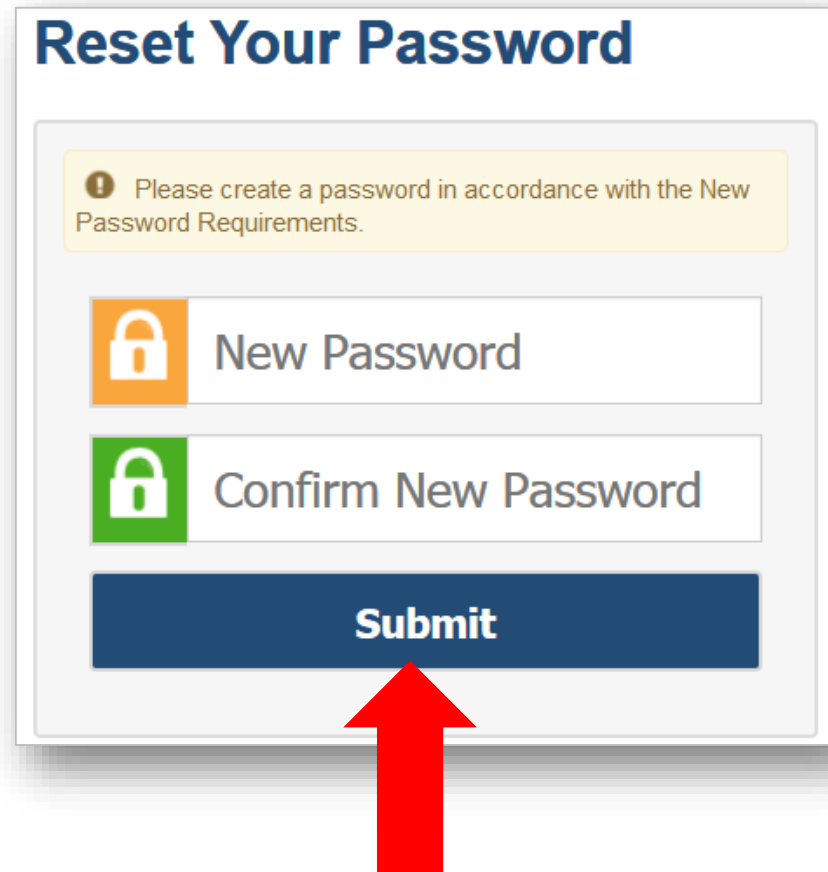
Preparing for Testing

- Activating your new TIDE account and logging in to TIDE
- Navigating the TIDE interface
- Managing student information and test settings


Administering Tests


- Monitoring test progress


Activating Your Account



Reset Your Password

 Please create a password in accordance with the New Password Requirements.

 New Password

 Confirm New Password

Submit

A large red arrow points upwards from the bottom of the slide towards the Submit button.


Follow the activation link in your email.


Create a password for TIDE that meets the password requirements:


- At least 8 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 special character
- At least 1 number

Submit your new password.

Logging in to TIDE



Email Address

Password

[Forgot Your Password?](#)

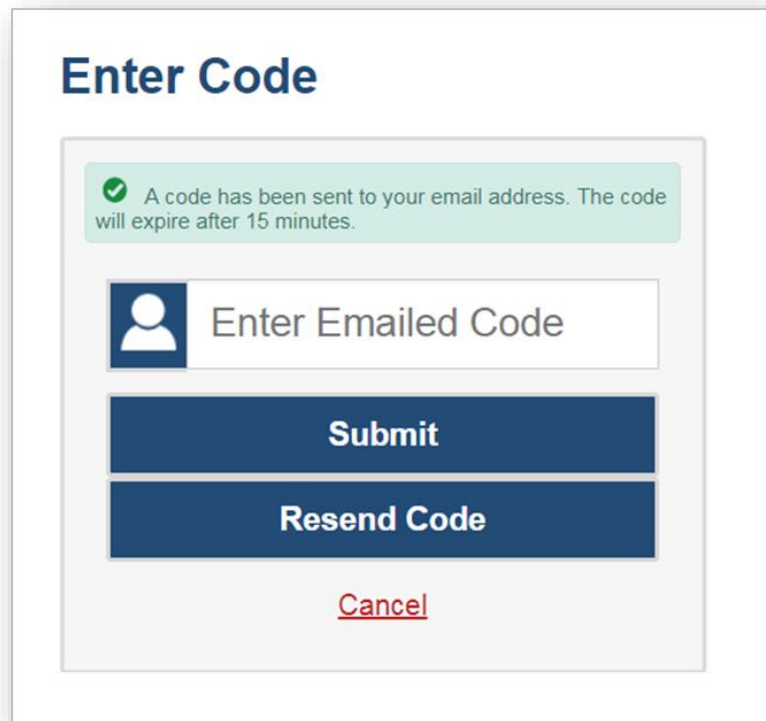
Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)

Logging in to TIDE, continued



The screenshot shows a login interface titled "Enter Code". At the top, a green notification bar with a checkmark icon states: "A code has been sent to your email address. The code will expire after 15 minutes." Below this is a text input field with a person icon on the left and the placeholder text "Enter Emailed Code". Under the input field are two dark blue buttons: "Submit" and "Resend Code". At the bottom of the form is a red, underlined link labeled "Cancel".

The system has an authentication process that will be triggered when you log in from a different device or browser or after clearing your browser's cache.

If you see this screen, an email containing the code will have been sent automatically to your email address.

Enter the code and click **Submit**.

If you need the code to be resent, click **Resend Code**.

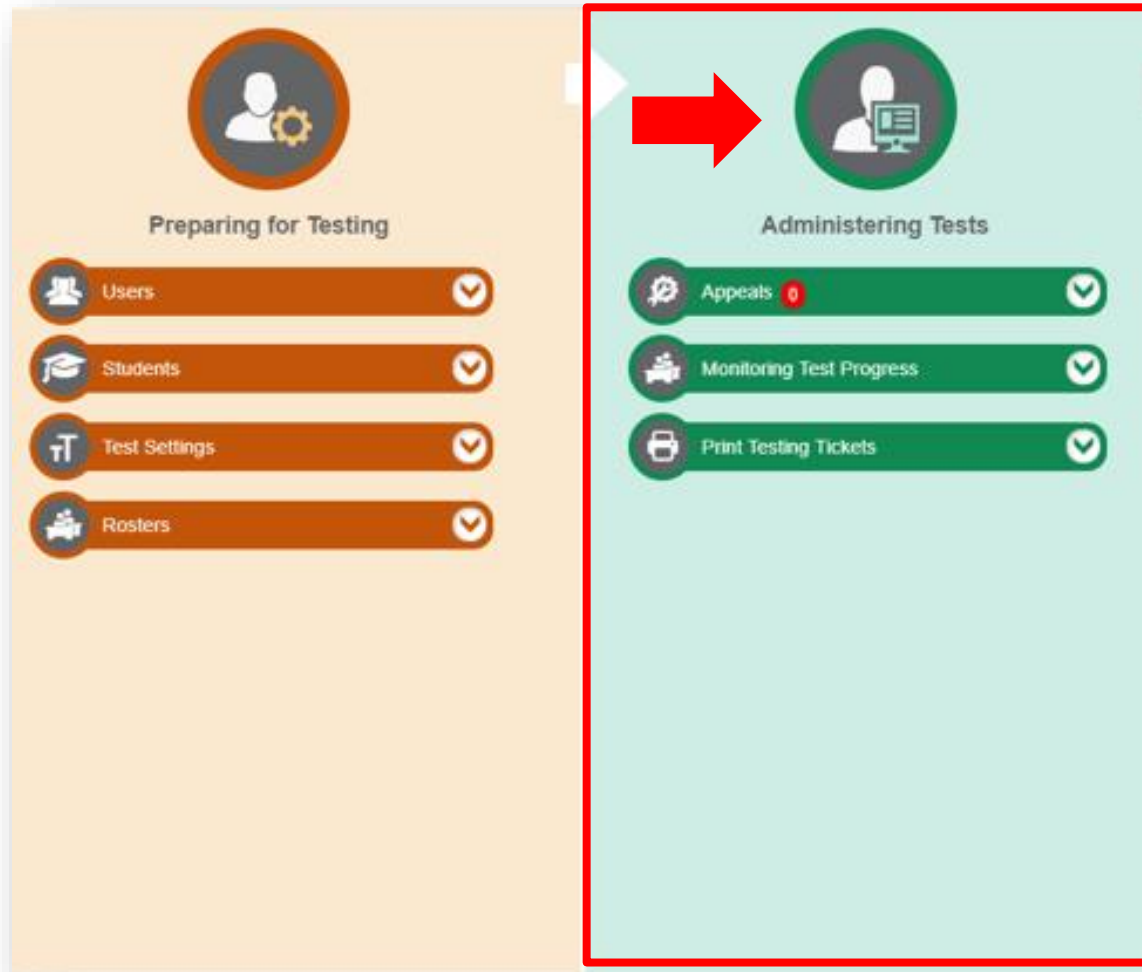
TIDE Home Page



TIDE Tasks: Preparing for Testing



TIDE Tasks: Administering Tests





TIDE Banner


TIDE ▼


Montana
COMPREHENSIVE ASSESSMENT SYSTEM


Administration: MT 2019-2020 | User: Lname, Fname (STATE)

 General Resources ▼

 Help

 Inbox

 Manage Account ▼

 Log Out

TIDE Banner: Inbox

TIDE

Montana
COMPREHENSIVE ASSESSMENT SYSTEM

Administration: MT 2019-2020 | User: Lname, Fname (STATE)

General Resources

Help

Inbox

Manage Account

Log Out

Inbox

Archived

System Labels
SHOW
AIRWays
ORS
Custom Labels
HIDE

Show 10 entries

	Name	Creation Date	Expire Date	Days Available	Actions
<input type="checkbox"/>	StudentData_Idaho_DC_id-dc1demo.user_42112019_842 AIRWays AM.xls.zip	07/11/2019 08:42 AM	08/10/2019 08:42 AM	31 days	
<input type="checkbox"/>	StudentData_Idaho_DC_id-dc1demo.user_41112019_841 ORS AM.xls	07/11/2019 08:41 AM	08/10/2019 08:41 AM	31 days	
<input type="checkbox"/>	AIRWays Individual Student Report_27.pdf	07/10/2019 04:37 PM	08/09/2019 04:37 PM	30 days	
<input type="checkbox"/>	AIRWays Individual Student Report_26.pdf	07/10/2019 04:03 PM	08/09/2019 04:03 PM	30 days	
<input type="checkbox"/>	AIRWays Individual Student Report_25.pdf	07/10/2019 03:59 PM	08/09/2019 03:59 PM	30 days	
<input type="checkbox"/>	AIRWays Individual Student Report_24.pdf	07/10/2019 03:45 PM	08/09/2019 03:45 PM	30 days	

Navigation Toolbars

TIDE

Montana
COMPREHENSIVE ASSESSMENT SYSTEM

Administration: MT 2019-2020 | User: Lname, Fname (DA)

General Resources ▼ Help Inbox Manage Account ▼ Log Out

Preparing for Testing Administering Tests After Testing

Student ID/User Email

Users ▼ Students ▼ Test Settings ▼ Rosters ▼

Add Users

Use this page to add users to assessment systems. [more info](#)

PERSONNEL

*Email Address:

+ Add user or add roles to user with this email

Go to section:
1
2

Help Text

Montana
COMPREHENSIVE ASSESSMENT SYSTEM

Administration: MT 2019-2020 | User: Lname, Fname (DA)

General Resources ▼ ? Help Inbox Manage Account ▼ Log Out

Preparing for Testing Administering Tests After Testing

Student ID/User Email 🔍

Users ▼ Students ▼ Test Settings ▼ Rosters ▼

Add Users

i Use this page to add users to assessment systems. [more info ▲](#)

- Select and type entries in the fields.
- Click **Save**.

PERSONNEL

*Email Address:

+ Add user or add roles to user with this email

Quick Search

Montana
COMPREHENSIVE ASSESSMENT SYSTEM

Administration: MT 2019-2020 | User: Lname, Fname (DA)

General Resources ▼ Help Inbox Manage Account ▼ Log Out

Preparing for Testing

Administering Tests

After Testing

Student ID/User Email

Users ▼ Students ▼ Test Settings ▼ Rosters ▼

Add Users

Use this page to add users to assessment systems. [more info](#)

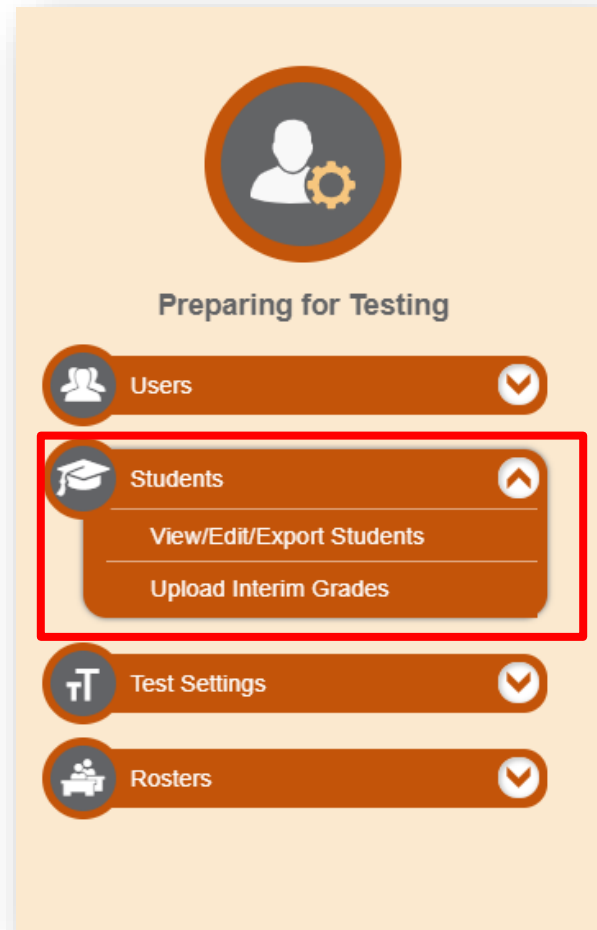
- Select and type entries in the fields.
- Click **Save**.

PERSONNEL

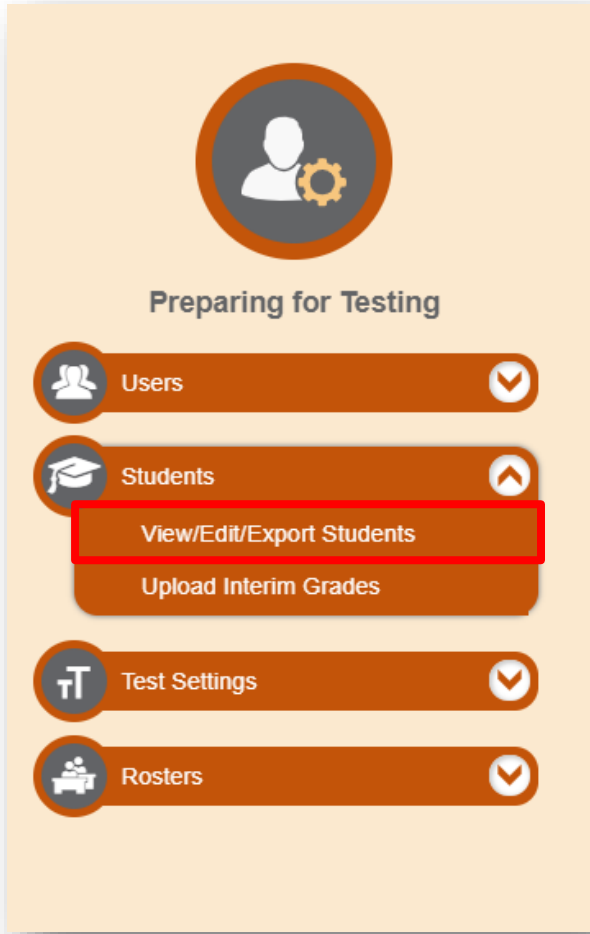
*Email Address:

+ Add user or add roles to user with this email

Students



View/Edit/Export Students



Preparing for Testing

- Users
- Students
- View/Edit/Export Students**
- Upload Interim Grades
- Test Settings
- Rosters

View/Edit/Export Students

Use this page to view, edit, or export students. [more info](#)

Search Students

*District: Demo district 9997 - 9997

*School: Demo inst 9997 - 9997_9997

SSID:

Student's Last Name:

Student's First Name:

Grade: None selected

Advanced Search

Search Fields: -- Select --


Additional Criteria Chosen:

[Remove All](#) [Remove Selected](#)

[Add](#)

[Search](#)

View/Edit/Export Students, continued



Preparing for Testing

- Users
- Students
 - View/Edit/Export Students**
 - Upload Interim Grades
- Test Settings
- Rosters

View/Edit/Export Student

Use this page to view, edit, or export students. [more info](#)

Search for Students to Edit

*District: Waterhaven District Last Name:

*School: All Schools

External ID:

Additional Search

Search Fields: Gender: ☐ Female ☐ Male

Your search returned 12 results

[View Results](#) [Export to Inbox](#) [Modify Search](#)

[Add](#) [Remove All](#) [Remove Selected](#)

[Search](#)

View/Edit/Export Students Results

View/Edit/Export Students









Use this page to view, edit, or export students. [more info](#)



+ Search Students

Number of students found: 61

Enter search terms to filter search result

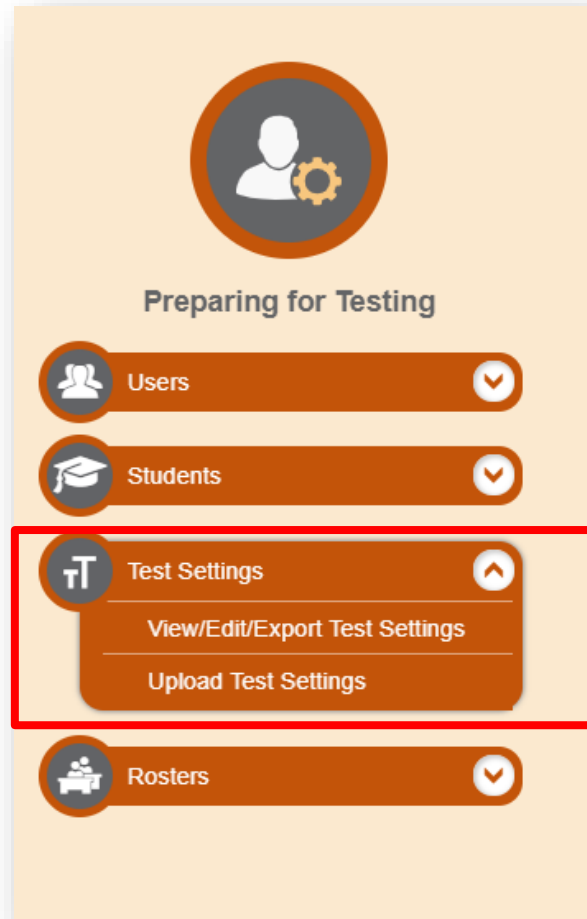
1-50 of 61 records | Page: 1 of 2

	Edit	School Information		Student Information						
		District	School	SSID	Student's Last Name	Student's First Name	Student's Middle Name			
<input type="checkbox"/>		9999	9999_9999	I10011655	AKERS	KATINA				
<input type="checkbox"/>		9999	9999_9999	999999123	AMTest	AMtest				
<input type="checkbox"/>		9999	9999_9999	I09131017	AUTOLEYVA	ERNIE				
<input type="checkbox"/>		9999	9999_9999	900105700	Aybb	Graham	M	Female	07052017	
<input type="checkbox"/>		9999	9999_9999	900105790	Aybb	Graham	L	Female		
<input type="checkbox"/>		9999	9999_9999	900105890	Aybb	Graham	L	Female		
<input type="checkbox"/>		9999	9999_9999	900105970	Aybb	Graham	L	Female	06102007	

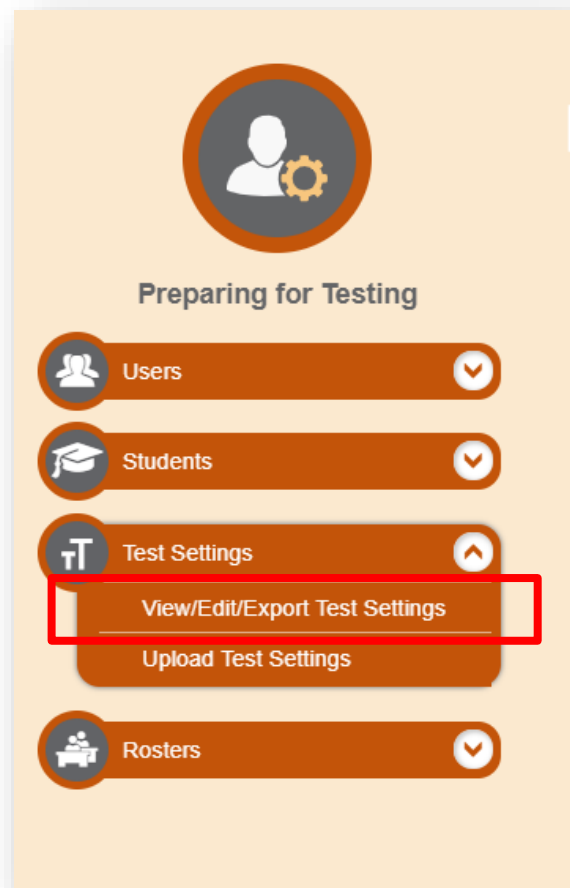
 

☒ District
☒ School
☒ SSID
☒ Student's Last Name
☒ Student's First Name
☒ Student's Middle Name
☒ Gender

Test Settings and Tools



View/Edit/Export Test Settings and Tools



View/Edit/Export Test Settings

Use this page to view, edit, or export students and their test settings. [more info](#)

Search Students

*District: Demo district 9999 - 9999
*School: Demo Institution 9999_9999 - 9999_9999
SSID:

Student's Last Name:
Student's First Name:
Grade: None selected

Advanced Search


Search Fields: Gender
Gender: ☐ Male ☐ Female


Additional Criteria Chosen:



☐ Print on Request:
ELA: None
☐ Streamlined Mode:
ELA: On
Mathematics: Off

View/Edit/Export Test Settings and Tools Results


View/Edit/Export Test Settings





 Use this page to view, edit, or export students and their test settings. [more info](#)

 Search Students

Number of students found: 21


Enter search terms to filter search results 


<input type="checkbox"/>	Edit	School Information		Student Information							
		District	School	SSID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Birth Date (MMDDYYYY)	Grade	
<input type="checkbox"/>		9999	9999_9999	MT9977003	Mtdemo	Mtdemo	Mtdemo	Female	10112000	04	
<input type="checkbox"/>		9999	9999_9999	MT9311113	Mtdemo	Mtdemo	Mtdemo	Female	10112000	04	
<input type="checkbox"/>		9999	9999_9999	MT9311137	Demo	MTdemo		Female	10112000	04	





View/Edit/Export Test Settings and Tools Results


View/Edit/Export Test Settings








 Use this page to view, edit, or export students and their test settings. [more info](#)

 Search Students

Number of students found: 21

Enter search terms to filter search results 

	Edit	School Information		Student Information						
		District	School	SSID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Birth Date (MMDDYYYY)	Grade
		9999	9999_9999	MT9977003	Mtdemo	Mtdemo	Mtdemo	Female	10112000	04
		9999	9999_9999	MT9311113	Mtdemo	Mtdemo	Mtdemo	Female	10112000	04
		9999	9999_9999	MT9311137	Demo	MTdemo		Female	10112000	04

Edit Test Settings and Tools

Either **IDEA Indicator/IEP** or **Section 504** must be set to 'Yes' for all test settings that qualify as accommodations

View/Edit Student: test test

Student Demographics

District: 9998 - Demo district 9998

School: 9998_9998 - Demo Institution

99989998

LEP Status: ☒ Yes ☐ No

Section 504:

Economic Disadvantage Status: ☒ Yes ☐ No

Language Code:

English Language Proficiency Level:

Migrant Status: ☒ Yes ☐ No

First Entry Date into a US School (MMDDYYYY):

Limited English Proficiency Entry Date (MMDDYYYY):

Limited English Proficiency Exit Date (MMDDYYYY):

Title III Language Instruction Program Type:

Primary Disability Type:

SSID:

*Student's Last Name:

*Student's First Name:

Student's Middle Name:

*Gender: ☐ Male ☒ Female

Birth Date (MMDDYYYY):

Confirmation Code:

*Grade:

District assigned student identifier:

IDEA Indicator/IEP: ☐ Yes ☒ No

Edit Test Settings and Tools

View/Edit Student: test test

Embedded Designated Supports ELA ELA-PT Mathematics

Embedded Accommodations

Embedded Accommodations	ELA	ELA-PT	Mathematics
American Sign Language ?	<input checked="" type="checkbox"/> ON	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Braille Type ?	Not Applicable	Not Applicable	Not Applicable
Audio Transcriptions ?	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Closed Captioning ?	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Language (Designated Supports and Accommodations). Stacked Spanish Translations for Mathematics are considered a Designated Support. ?	English	English	English

Invalid Value. American Sign Language cannot be ELA:On since IDEA Indicator/IEP is set to No. and Section 504 is set to No

Non-Embedded Accommodations

Non-Embedded Designated Supports

Save **Cancel**

Embedded Designated Supports

Embedded Designated Supports	ELA
Color Choices ?	Black on White
Masking ?	<input type="checkbox"/> OFF
Permissive Mode ?	<input type="checkbox"/> OFF
Streamlined Mode ?	<input type="checkbox"/> OFF

Text-To-Speech (Designated Supports and Accommodations).
Passages and Passages and Items for ELA CAT are Accommodation Only. Use must be written into a student's IEP/504 plan. ?


Mouse Pointer ?

Glossaries ?


Embedded Accommodations


None
None
Designated Support
Items
Accommodations
Passages
Passages and Items


Upload Test Settings and Tools



Preparing for Testing


Users

Students

Test Settings

View/Edit/Export Test Settings

Upload Test Settings

Rosters


Upload Test Settings

1. Upload

2. Preview

3. Validate

4. Confirmation

 Use this page to upload a file of student test settings and tools you want to add or modify. [more info](#)

Step 1: Upload File

Choose File

Browse

Download Templates

CSV

EXCEL

Upload History

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
TestSettings1.xlsx	12/05/2015 10:40 AM	Processed	Download (75)	N/A	Download
TestSettings2.xlsx	12/07/2015 1:30 PM	Started	N/A	N/A	Download

Next

Upload Test Settings and Tools

	A	B	C	D
1	SSID	Subject	Test Tool	Value
2	C00000173	ELA	Color Choices	Light Blue
3	C00000173	Mathematics	Masking	On
4	C00000163	Science	Streamlined Mode	On
5	C00000160	ELA-PT	Closed Captioning	
6			American Sign Language	
7			Braille Type	
8			Closed Captioning	
9			Color Choices	
10			Masking	
11			Mouse Pointer	
12			Non-Embedded Accommodations	
13			Non-Embedded Designated Supports	

Upload Test Settings and Tools

Upload Test Settings and Tools

1. Upload

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3. Validate

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Download Templates

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Step 1: Upload File

Choose File

Browse

Upload History

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
TestSettings1.xlsx	12/05/2015 10:40 AM	Processed	Download (75)	N/A	Download
TestSettings2.xlsx	12/07/2015 1:30 PM	Started	N/A	N/A	Download

Next

Upload Test Settings and Tools

Upload Test Settings

1. Upload

2. Preview

3. Validate

4. Confirmation

Download Validation Report

Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

Legend:

Error: The file can be uploaded, but this row will not be included.

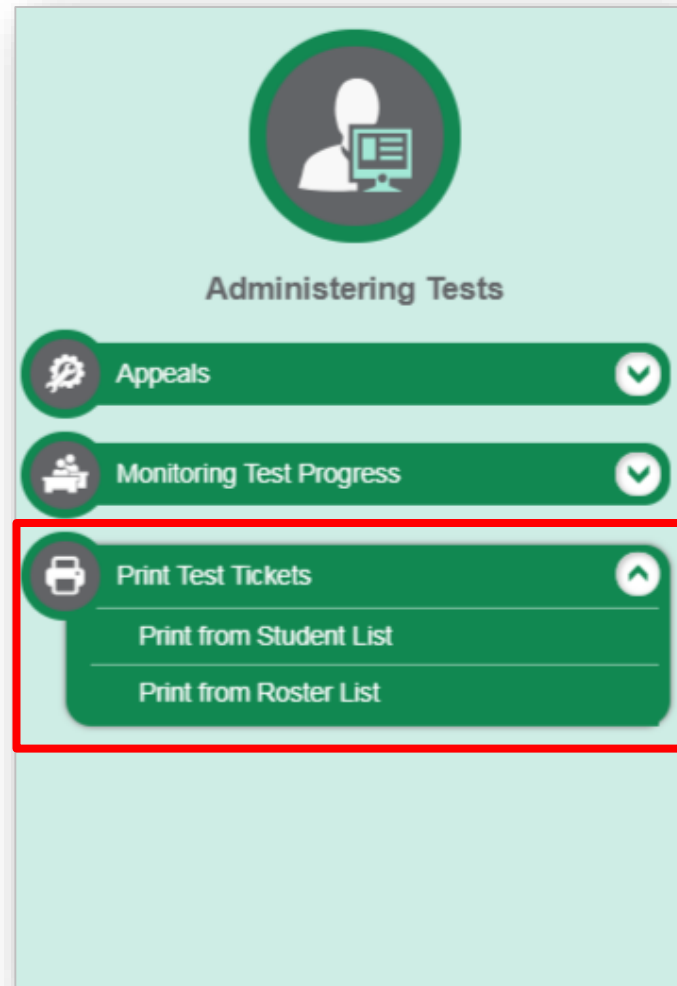
Warning: This field is invalid, but the row will be uploaded.

Continue with Upload


Upload Revised File

Cancel


Print Test Tickets




Print Test Tickets from a Student List




Administering Tests



Appeals



Monitoring Test Progress




Print Test Tickets

Print from Student List

Print from Roster List

Print from Student List

 Use this page to view, edit, or export students. [more info](#)

Search Students

*District: Demo district 9998 - 9998

*School: Demo Institution 9998_9998 - 9998_9998

SSID:

Student's Last Name:

Student's First Name:

Grade: None selected

Advanced Search

Search Fields: -- Select --

Add

Additional Criteria Chosen:

Remove All

Remove Selected

Search

Print Test Tickets from a Student List

The screenshot shows the 'Administering Tests' sidebar on the left with four options: 'Appeals', 'Monitoring Test Progress', 'Print Test Tickets', and a sub-menu containing 'Print from Student List' and 'Print from Roster List'. The 'Print Test Tickets' option is highlighted with a red box. A red arrow labeled 'All students' points from this option to the top of a table. Another red arrow labeled 'Specific students' points from the 'Print from Student List' option to the first two rows of the table. The table itself has a header with columns for selection, edit, school information, and student information. The first two rows of data are highlighted in light blue. Above the table, there are two icons: a printer icon and a share icon, both highlighted with red boxes. A search bar is located above the table, and a status message indicates 'Number of students found: 21'.

Administering Tests


- Appeals
- Monitoring Test Progress
- Print Test Tickets
 - Print from Student List
 - Print from Roster List

Number of students found: 21

Enter search terms to filter search results

<input checked="" type="checkbox"/>	Edit	School Information		Student Information		
		District	School	SSID	Student's Last Name	Student's First Name
<input checked="" type="checkbox"/>		9999	9999_9999	MT9977003	Mtdemo	Mtdemo
<input checked="" type="checkbox"/>		9999	9999_9999	MT9311113	Mtdemo	Mtdemo


Print Test Tickets from a Roster List



Administering Tests

- Appeals
- Monitoring Test Progress
- Print Test Tickets
 - Print from Student List
 - Print from Roster List

View/Edit/Export Roster

 Use this page to view, edit, or delete rosters. [more info](#)

— Search for Rosters to Edit

*District: Demo district 9999 - 9999

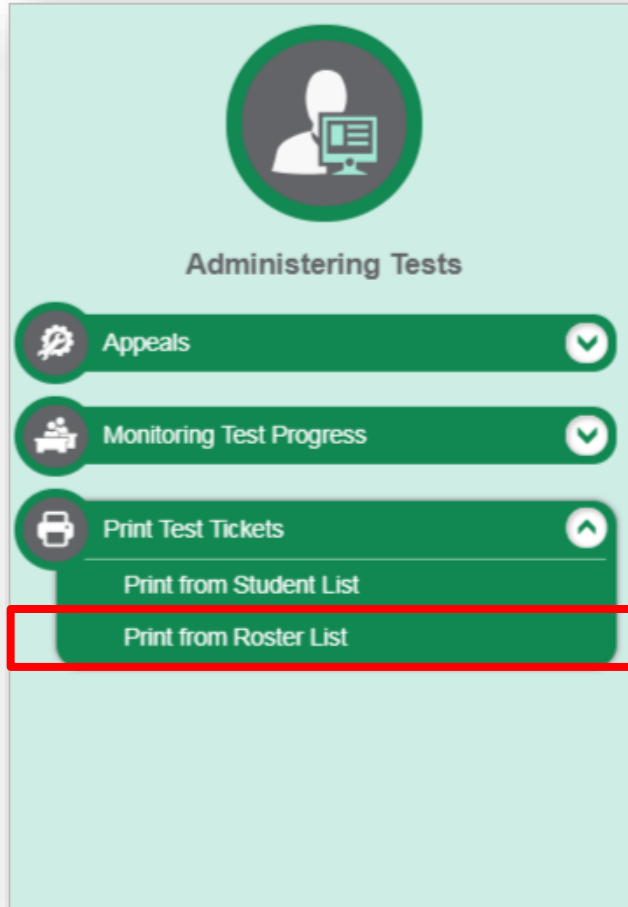
*Roster Type: User Defined

*School: Demo Institution 9999_99

Teacher Name: -Select-

Search

Print Test Tickets from a Roster List, continued





All rosters

Specific rosters

View/Edit/Export Roster




i Use this page to view, edit, or delete rosters. [more info](#)

+ Search for Rosters to Edit

Note: For multiple roster selection, you may print 1000 students at a time.

Number of rosters found: 64

<input checked="" type="checkbox"/>	Edit	Roster Name
<input checked="" type="checkbox"/>		Test Roster1 8-30
<input checked="" type="checkbox"/>		Test Roster 8-30
<input checked="" type="checkbox"/>		DemoR1

Print Test Ticket View

<p>TEST TICKET</p> <p>DEMO -'HGFHGHVGHGVHJHGJHHGJHJJJJJJ, DEMO - 'HGFHGHVGHGVHJHGJHHGJHJJJJJJ DEMO - 'HGFHGHVGHGVHJHGJHHGJHJJJJJJ</p> <p>9998,Demo district 9998</p> <p>9998_9998,Demo Institution 99989998</p> <p>Grade: 02 Gender: F Date of Birth: 10/11 /2000</p> <p>SSID: ZZ9655214</p>	<p>TEST TICKET</p> <p>LNAMECHANGE, FNAMECHANGE</p> <p>9998,Demo district 9998</p> <p>9998_9998,Demo Institution 99989998</p> <p>Grade: 09 Gender: F Date of Birth:</p> <p>SSID: ZZ0604645</p>
<p>TEST TICKET</p> <p>TEST,TEST TEST</p> <p>9998,Demo district 9998</p> <p>9998_9998,Demo Institution 99989998</p> <p>Grade: 04 Gender: M Date of Birth: 08/26 /2005</p> <p>SSID: 11111101</p>	<p>TEST TICKET</p> <p>TEST,TEST TEST</p> <p>9998,Demo district 9998</p> <p>9998_9998,Demo Institution 99989998</p> <p>Grade: 04 Gender: F Date of Birth: 08/26 /2005</p> <p>SSID: 11111103</p>
<p>TEST TICKET</p> <p>TEST,TEST TEST</p> <p>9998,Demo district 9998</p> <p>9998_9998,Demo Institution 99989998</p> <p>Grade: 04 Gender: F Date of Birth: 08/26 /2005</p> <p>SSID: 11111104</p>	<p>TEST TICKET</p> <p>TEST,TEST TEST</p> <p>9998,Demo district 9998</p> <p>9998_9998,Demo Institution 99989998</p> <p>Grade: 04 Gender: M Date of Birth: 08/26 /2005</p> <p>SSID: 11111105</p>

Print Test Settings View

Print

Cancel

Print Options

Test Tickets

PreID Labels

✓

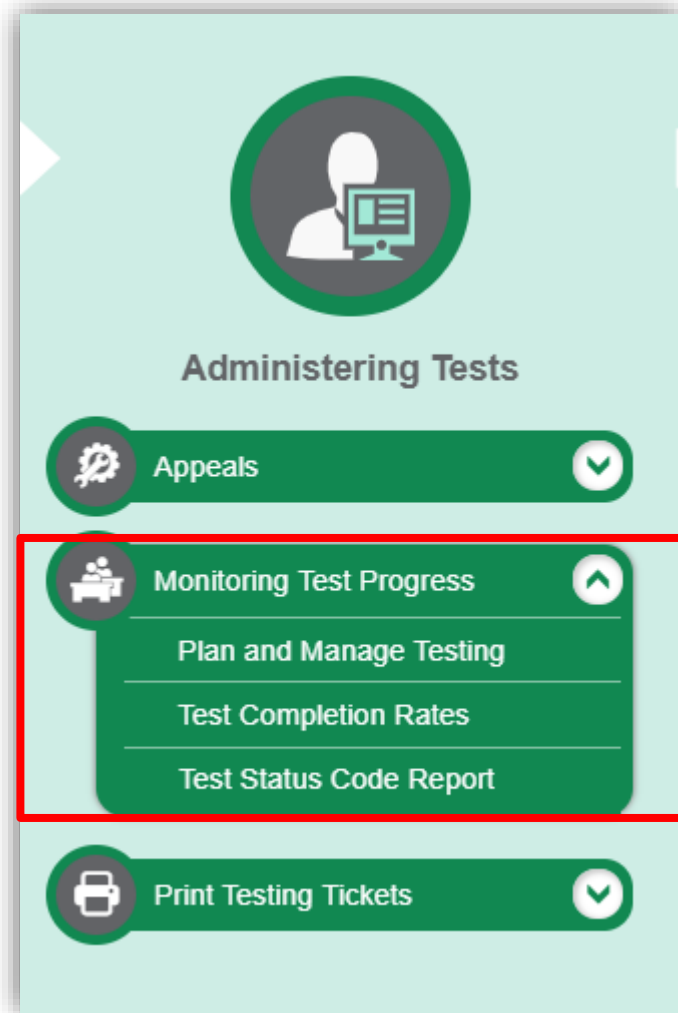
Student Settings and Tools

Administration: MT 2019-20201/6/2020, 4:22:14 PM

Student Settings and Tools

Student Name	Student ID	Enrolled Grade	School	District	Test Settings and Tools
DEMO -HGFHGHVGHGVHJHGJHHGJHJJJ JJJJ, DEMO -HGFHGHVGHGVHJHGJHHGJHJJJ JJJJ DEMO -HGFHGHVGHGVHJHGJHHGJHJJJ JJJJ	ZZ9655214	02	DEMO INSTITUTION 99989998 (9998_9998)	DEMO DISTRICT 9998 (9998)	<u>ELA</u> Glossaries:No Word List Available American Sign Language:On <u>ELA-PT</u> Color Choices:Medium Gray on Light Gray Glossaries:No Word List Available Mouse Pointer:Extra Large Green <u>Mathematics</u> Language (Designated Supports and Accommodations). Stacked Spanish Translations for Mathematics are considered a Designated Support.:Spanish Glossaries:No Word List Available
LNAMECHANGE, FNAMECHANGE	ZZ0604645	09	DEMO INSTITUTION 99989998 (9998_9998)	DEMO DISTRICT 9998 (9998)	<u>ELA</u> Glossaries:No Word List Available Non-Embedded Accommodations:Braille (Non- Embedded) <u>ELA-PT</u> Text-To-Speech (Designated Supports and Accommodations). Passages and Passages and Items for ELA CAT are Accommodation Only.Use must be written into a student's IEP/504 plan.:Stimuli and Items Glossaries:No Word List Available <u>Mathematics</u> Text-To-Speech (Designated Supports and Accommodations). Passages and Passages and Items for ELA CAT are Accommodation Only.Use must be written into a student's IEP/504 plan.:Stimuli and Items

Monitoring Test Progress



Plan and Manage Testing



Administering Tests



Appeals



Monitoring Test Progress



Plan and Manage Testing

Test Completion Rates

Test Status Code Report



Print Testing Tickets



Plan and Manage Testing

Use this page to view participation report. [more info](#)

Choose What

Test Instrument: Smarter IAB

*Test Name: All selected (149)

Administration: 2019-2020

Search Students

*District: Demo district 9999 - 9999

Student's Last Name:

*School: Demo Institution 9999_9999 - 9999_9999

Student's First Name:

*Teacher: Iname, fname

Grade: None selected

SSID:

Advanced Search

Search Fields: -- Select --

Additional Criteria Chosen:

Remove All

Remove Selected

Add

Get Specific

students whose most recent SessionID was SessionID (optional) between 08/30/2019 and 08/30/2019 Note: If no TA or Session ID is specified, date range cannot exceed 15 days

students whose current opportunity will expire in days.

students who have completed Any opportunity in the selected administration records.

Note: The report for untested students is limited to 100,000 records.

students on their Any opportunity in the selected administration, and have a status of None selected

Generate Report

Export Report

Plan and Manage Testing Results

Plan and Manage Testing

Use this page to view participation report. [more info](#)

Choose What

Search Students

Get Specific

Generate Report

Export Report

Number of students found: 1

Enter search terms to filter search results

Test Administrator Name	Session ID	# of Students in Session	# of Test IDs in Session	View	Export
Lname, Fname	UAT-590C-2	4	9	<div>View</div>	<div>Export</div>

Number of students found: 9

Enter search terms to filter search results

1-9 of 9 records | Page:

1

 of 1

Name	District Name	School Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	InterimTestGrade	ChallengeUP	Test	Language	Opportunity	TA Name	SessionID
Demo, MTdemo	Demo district 9999	Demo Institution 9999_9999	MT9311140	07			MA:07; RE:07		Grade 7 ELA - Brief Writes (IAB)	ENU	1	Lname, Fname	UAT-590C-2
Demo, MTdemo	Demo district 9999	Demo Institution 9999_9999	MT9311169	03			MA:03; RE:03		Grade 3 ELA - Performance Task - Beetles (IAB)	ENU	1	Lname, Fname	UAT-590C-2

Plan and Manage Testing Examples

Which students have not yet tested?

☒ students who opportunity in the selected administration

Which students need to test in the next five days?

☒ students whose current opportunity will expire and days.

Which students have paused tests?


☒ students on their opportunity in the selected administration, and have a status of

Did all students in a test session submit their tests?



☒ students whose most recent was between  and 



Note: If no TA or Session ID is specified, date range cannot exceed 15 days

Test Completion Rates



Administering Tests



 Appeals 

 Monitoring Test Progress 


Plan and Manage Testing

Test Completion Rates

Test Status Code Report

 Print Testing Tickets 

Test Completion Rates

 Use this page to view test completion rates. [more info](#)

Report Criteria


*ReportTypes: District Test Completion R ▾

*District: Demo district 9999 - 9999 ▾

Test Instrument: Smarter IAB ▾

Administration: 2019-2020 ▾

*Test Name: All selected (149) ▾



Export Report

Thank You!

Further Information

Montana Comprehensive Assessment Program Portal

<http://mt.portal.airast.org>

Montana Comprehensive Assessment Program Help Desk

mthelpdesk@air.org

1.877.365.7915

Emilia Birdsall

Project Manager, Montana

Cambium Assessment

ebirdsall@air.org

(202) 403-6354